

Frequently Asked Questions

1. What is your **U.S Post Office mailing address**?
Office of Insurance Commissioner
POB 40257
Olympia WA 98504-0257
2. What is your **physical address** for personal delivery or overnight delivery?
Office of Insurance Commissioner
Insurance 5000 Building
5000 Capital Blvd.
Tumwater, WA 98501
(Do **NOT** use for U.S. Post Office delivery)

Directions I-5 from the South: Exit 102—Trosper Road. Turn right onto Trosper Rd, at next light, turn left onto Capital Blvd. **5000 Insurance Building, 5000 Capitol Boulevard** is one block down on the right.

Directions I-5 from the North: —Take Exit 102, Trosper Road. Turn left onto Trosper Road, at the second light, turn left on Capital Blvd. **5000 Insurance Building, 5000 Capitol Boulevard** is one block down on the right.

3. What is your **Internet address**?
<http://www.insurance.wa.gov/>
4. What is your **Phone number**?
(360) 725-7144
- What is your **Fax number**?
(360) 586-2019
5. How do I request a **Letter of Certification**?
A Letter of Certification may be requested via mail including \$5 fee per letter payable to Office of the Insurance Commissioner. Include a self-addressed envelope if you wish it to be sent anywhere other than your license address.
6. How do I request a **Letter of Clearance**?
If you wish a Letter of Clearance you can either fax or mail a signed request, indicating you wish to cancel your WA resident license, if still active, and that you wish us to issue a Letter of Clearance. Be sure to indicate the address where you wish the Letter of Clearance to be sent. No fee is required.
7. How do I notify you of an **address change**?
Address changes can be made by signed request via fax or mail, indicating your name, license number and new address. There is no fee. However, if duplicate license or appointment/affiliations with the new address are desired, mail the address change with a \$5 fee per duplicate.
8. What should I do if I have not received my **renewal notice**?
Renewal notices are mailed 45 days prior to the month of expiration. Invalid addresses are the number one reason why agents don't receive their license renewal form. If you have not received you renewal 30 days prior to the expiration date of your license, please call the Licensing Section to request a duplicate renewal. The renewal form **is required** when renewing your license.